

DIVISION OF HEALTH SERVICES REGULATION
ADVISORY COMMITTEE FOR OPTICIANRY

3 CAPITOL HILL
CONFERENCE ROOM 104
PROVIDENCE, RHODE ISLAND

Wednesday, September 3, 2014
8:45 AM

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Kim Chace, Optician, Chairperson
Charles Hogenmiller, Optician
John Lynch, Jr., Optician
Matthew Steward, Optician

BOARD MEMBERS NOT IN ATTENDANCE

Public Member – Board Vacancy

STAFF MEMBERS IN ATTENDANCE

Arlene Hartwell – Board Manager
Steve Morris – Legal Counsel at 9:10 AM

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Advisory Committee for Opticianry was held on Wednesday, September 3, 2014 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 8:47 AM on a motion by Kim Chase and seconded by Charles Hogenmiller. Motion carried.

2. Presentation of the November 13, 2013 Open Session Meeting Minutes

Motion was made by Matthew Steward and seconded by John Lynch, Jr. to accept the Open Session minutes of November 13, 2013. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

3. Board Manager Report

- Announcements
 - Arlene Hartwell introduced herself as the newly appointed board manager.
 - The board manager reported 100% response to the 2014 audit with a 95% compliance rate.
- Communications
 - Each Advisory Committee for Optician member received a folder containing a copy of Chapter 5-35.2-1 through 5-35.2-15. Each folder also contained a copy of the Rhode Island Rules and Regulations Pertaining to Opticians, a Rhode Island Board of Opticianry application for licensure, and a confidentiality agreement form. The confidentiality forms were signed by each member and collected by the board manager.

4. Old Business

- The proposed change to omit the verbiage, “selling, replacing”, in the Rules and Regulations Pertaining to Opticians were not ratified by the senate.
- The Advisory Committee of Opticianry will redraft a letter intended for the director requesting that it be placed on HEALTH letterhead as a show of support for the change to the document. The letter will be reviewed at the next Advisory Committee of Opticianry meeting.

5. New Business

- Correspondence regarding the National Optician’s Practical Examination that the board manager received from the National Commission of State Opticianry Regulatory Boards (NCSORB) was distributed. The Advisory Committee of Opticianry will review the correspondence and respond as per correspondence instruction.

6. Motion to adjourn to Closed Session

Motion was made by John Lynch, Jr. and seconded by Kim Chase to adjourn to Closed Session at 9:10. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

7. Motion to return to Open Session

Motion was made by John Lynch Jr. and seconded by Kim Chase at 9:17 AM to re-open the Open Session and to seal the Minutes of the Closed Session

pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

8. Final Actions on all votes taken in Closed Session

- The board voted on one issue on closed session.

9. Adjournment

The next Advisory Committee of Opticianry meeting will be held Wednesday, November 5, 2014 at the Rhode Island Department of Health, Conference Room 104, 3 Capitol Hill, Providence, RI 02908. Motion was made by John Lynch, Jr. and seconded by Charles Hogenmiller to adjourn at 9:30 AM. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Arlene Hartwell".

Arlene Hartwell
Board Manager
Office of Health Professionals Regulation